DGS-550-1 REV. 7/86

DEPARTMENT OF GENERAL SERVICES Records Management Division

SCHEDULE NO. 1406 - 4

PAGE

	RECORDS RETENTION AND DISPOSAL SCHEDUL	E NO. 1 of 2		
Department of Public Safety and Correctional Services Division of Correction				
		ivision		
Item No.	Description	Retention		
1.	APPRENTICESHIP AND TRAINING AREA (INMATE): This area addresses all the forms, reports and records regarding apprenticeship and On-the-Job Training INMATE APPRENTICESHIP TRAINING FILE:			
	A. Monthly training records B. Monthly evaluations C. Apprenticeship Agreements D. Completion certificates, apprenticeship related instruction E. Completion certificates, apprenticeship F. Job placement records - report	Retain the A and B records for two (2) years after the inmate is released from the institution, then destroy any A and B record other than the most recent one. Retain the most recent A and B record for three (3) additional years. Retain C, D, E and F records for five (5) years after the inmate is released from the institution. Destroy all records after five years.		

Schedule Approved by Department, Agency, or Division Representative JAN. < 0 1992

Schedule Authorized by

Date

State Archivist

DGS-550-1A RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO. 1406 - 4 PAGE NO. 2 of 2

Item No.	Description	Retention
2.	INMATE ON-THE-JOB TRAINING FILE:	
	A. Training records B. Certificates of completion C. Pre-employment class rosters, completions D. Correspondence	Retain for three (3) years after the inmate is released from the institution, there destroy.
3.	APPRENTICESHIP ADMINISTRATIVE RECORDS	
	A. Job placement records - card format B. Correspondence C. Apprenticeship Referral Form D. Apprenticeship Interview Form	Retain for three (3) years and until audited, then destroy.
	 E. Curriculum guides F. Job placement records - card format G. Job placement records - reports H. Post release follow-up surveys, reports I. Employment readiness, class rosters, completions, attendance. 	
	J. Computer printout of trainees by current location.	Destroy previous printout when ne printout is received.
	·	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	RECORDS MANAGE		AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE (DGS 350-1)	7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		PAGE 1 OF 3	
1. DEPARTMENT/AGENCY Public Safety and	2. DIVISION	D	3. UNIT	
Correctional Services	Division of Cor		Apprenticeship and Training	
	OF RELATED RECOR		AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE Apprentic	eship and Traini		S. EARLIEST YEAR/LATEST YEAR	
Inmate Apprenticeship Training 6. RECORD SERIES DESCRIPTION (BR			TO	
This area add and records and	THE SERIES. Iresses all the regarding appropriate in the regarding record by Evaluations attices and the regarding record in the record instruction certification certification certification certification certification certification certification certification certification regions.	e forms, reportention apprentices, apprentic	rpose or function of the series; ts ceship	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIE	S SEQUENCE). VOLUME D FILE DRAWER(S)	
LEGAL SIZE COMPUTER TAPE	D NUMERICAL D CHRONOLOGICAL		COMPUTER TAPE(S) OTHER(SPECIFY)	
D BOUND BOOK D FLOPPY DISK				
DAUDIO TAPE DI VIDEO TAPE	GEOGRAPHI			
OTHER(SPECIFY)	O OTHER(SPE		OFILE DRAWER(S) OMICROFILM REEL(S) RUMBER OCOMPUTER TAPE(S) OTHER(SPECIFY)	
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER	
DAILY X WEEKLY	D MONTHLY	NUMBER D :	MONTH(S) CYEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,F	LOOR, ROOM)	1	ERIES DUPLICATED ELSEWHERE? ECIFY AGENCY OR OFFICE)	
15. ACCESS RESTRICTIONS - TYES TO NO		16. AUDIT REQUIREMENTS		
(IF YES, CITE LAW(S) & REGULA	TION(S)	O NOME STATE O FEDERAL O INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY H		the inmate is releating A & B record of the most recent A at C,D,E and F records	Retain the A and B DETENTION records for 2 yrs. after sed from the Institution, then destroy her than the most recent one. Retain and B record for 3 additional yrs. Retain for 5 yrs. after the inmate is releas no Destroy all records after five	
19. NAME AND TITLE OF PREPARER				
	20. TELEPHONE	NUMBER	21. DATE	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	DEFARTMENT OF G RECORDS MANAGED 7278 WATE P.O. B JESSUP, MAR	MENT DIVISION RLOO ROAD OX 278	AGENCY RECORDS INVENTORY PAGE 2 of 3
1. DEFARMENT/AGENCY Public Safety and	2. DIVISION	· · · · · · · · · · · · · · · · · · ·	3. UNIT
Correctional Services	Division of Cor		Apprenticeship and Training AND USED AS A UNIT FOR
	CE AS BELL AS RET		
4. RECORD SERIES TITLE Apprenticeship and Training In	· mate On-the-Job	Training	8. EARLIEST YEAR/LATEST YEAR TOTO
· in	THE SERIES.	INCLUDE THE PU	LATION/DOCUMENTS/FORMS FOUND PRPOSE OR FUNCTION OF THE SERIES
A. Trair B. Certi C. Pre-e	ning records ificates of co employment cla mpletions espondence	mpletion	·
7. RECORD SERIES FORMAT(S) 1 LETTER SIZE MICROFILM 1 LEGAL SIZE COMPUTER TAPE 1 BOUND BOOK FLOPPY DISK	8. RECORD SERIES ALPHABETIC NUMERICAL CHRONOLOG	CAL	FILE DRAWER(S) MICROFILM REEL(S) COMPUTER TAPE(S) OTHER(SPECIFY)
OTHER(SPECIFY)	GEOGRAPHIC COTHER(SPEC		IO. ANNUAL ACCUMULATION FILE DRAWER(S) MICROFILM REEL(S) RUNNER COMPUTER TAPE(S) OTHER(SPECIFY)
DAILY A WEEKLY	D MONTHLY	ĭ	S INACTIVE AFTER MONTH(S)
13. CURRENT LOCATION(S) (BLDG.,FI	.com, Rock)	14. IS RECORD S	ERIES DUPLICATED ELSEWHERE? EGIPY AGENCY OR OFFICE)
15. ACCESS RESTRICTIONS TO YES TO NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUI	REMENTS ATE D FEDERAL D INDEPENDENT
17. IS AN INDEX SYSTEM USED! (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) 18 O NO		Retain for three (3) years after the inmate is released from the institution, then destroy.	
Myles Carpeneto, Director of Procurement Services	(301) 764-4113	NUMBER	21. DATE 5/1/9)

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD			AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)			PAGE 3 of 3	
1. DEPARTMENT/AGENCY Public Safety and	2. DIVISION	-mastian	3. UNIT Apprenticeship and Training	
Correctional Services	Division of Cor		AND USED AS A UNIT FOR	
		ENTION AND DISPOS		
4. RECORD SERIES TITLE Apprentic			5. EARLIEST YEAR/LATEST YEAR TO	
	EPLY DESCRIBE THE		ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SEPTES	
A. Job placement records - B. Correspondence C. Apprenticeship Referral D. Apprenticeship Intervie E. Curriculum guides F. Job placement records - G. Job placement records - H. Post release follow-up I. Employment readiness, of	Form card format reports surveys, repo	J. Computer curren rts	printout of trainees by t location.	
rosters, completic	ons, attendanc		9. VOLUME	
			☐ FILE DRATER(S)	
LETTER SIZE MICROFILM	□ ALPHABETICAL □ NUMERICAL		□ MICROFILM REEL(S)	
LEGAL SIZE COMPUTER TAPE			COMPUTER TAPE(S)	
D BOUND BOOK D FLOPPY DISK	CHRONOLOGICAL		OTHER(SPECIFY)	
DAUDIO TAPE DI VIDEO TAPE	GEOGRAPHICAL GOTHER(SPECIFY)			
OTHER(SPECIFY)			10. ANNUAL ACCUMULATION Description of the drawer(s)	
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· · · · · · · · · · · · · · · · · · ·			NUMBER COMPUTER TAPE(S)	
l e e		T	C OTHER(SPECIFY)	
11. FILE IS USED			S INACTIVE AFTER	
DAILY & MEDGLY	D MONTHLY	NUMBER	MONTH(S) PEAR(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) TYPES INO		
15. ACCESS RESTRICTIONS O YES	D NO	16. AUDIT REQUI	REMENTS	
(IF YES, CITE LAW(S) & REGULAT	10H(S)	O NONE STATE O FEDERAL O INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)		18. RECOMMENDE		
□ YES □ NO		Retain for three (3) years and		
		until audite	ed, Destroy previous	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE	······································	21. DATE	
Myles Carpeneto, Director of			5/1/91	
Procurement Services	(301) 764-4113		5 1117/	